

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
MAY 23, 2003**

The NELAC Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on May 23, 2003, at 1:30 p.m. Eastern Time. Chair Dr. Paul Kimsey of the California Department of Health Services, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

**MINUTES**

Draft minutes for meetings of this NELAC Board for April 10, 2003, April 25, 2003, and May 8, 2003 were sent for review just prior to this meeting; Ms. Autry asked members to e-mail comments for incorporation to posted minutes. She then reviewed all outstanding action items with the NELAC Board.

**AGENDA**

**Proficiency Testing Board**

Ms. Autry reviewed the current plans for implementing a new Proficiency Testing Board (PT Board), including membership, operating guidelines, and presentation to the NELAC stakeholders. The current plan is to have the PT Board operate at the direction of the NELAC Board during the coming year, using draft operating guidelines, and prepare to vote on suitable changes into the NELAC Standard as early as the next Annual meeting. Also, the need for a PT Board, and these plans, will be reviewed during the NELAC 9 Opening Plenary session. She reported that the PT Board can be functional immediately, since five qualified individuals have accepted nomination.

**Standards Review Committee**

Ms. Autry noted that the new Standards Review Committee (SRC) is to be announced at NELAC 9, however, additional nominees are needed. Following discussion of candidates, additional individuals were identified and Ms. Autry will e-mail them; individual NELAC Board members will follow-up with personal contacts as appropriate.

**Renewal of NELAP Recognition of AA's**

Changes proposed by the Accrediting Authority committee in Chapter Six clearly specify the application and assessment activities are on a common 3-year cycle. On review of the proposed changes, it was agreed these reflect the desires of NELAC stakeholders.

**Recognition at NELAC 9**

The NELAC Board reviewed the activities of NELAC committees and participants this past year, considering that this Annual meeting marks the transition to the new organizational structure. It was agreed that an Honorary Training Certificate be given Charles Dyer, in recognition of his extensive assistance and expertise in on-site assessments. Additionally, appreciation will be given to members of the Quality Systems committee for their work on incorporating a performance approach into their chapter.

## **Feedback from Chairs on Sessions**

### Accrediting Authority: Louis Johnson

Based on discussions at NELAC 8, the committee is proposing experience-based refinements to the timelines. Additionally, NELAP recognition activities of application and assessment activities are proposed on a common 3-year cycle. All changes will be proposed for immediate implementation.

### Accreditation Process: Susan Wyatt (Paul Kimsey reporting)

The committee plans to proposed two minor changes, based on discussions at NELAC 8i, related to corrective action response and documentation. A third editorial change regarding PT timelines will be proposed to harmonize with Chapter two.

### Regulatory Coordination: Kevin Coats (Paul Kimsey reporting)

The committee plans to report on the status of its development of standard legislative language for use by State authorities in establishing NELAP AA status and on its semi-annual EPA regulatory review.

### Field Activities: Bart Simmons

The committee is proposing a comprehensive restructure of the chapter for discussion only; no voting issues are planned. It was noted that future work on this area would be under the purview of an Acceptable Standards Development Organization -ASDO (see 1.5.1, proposed) and the NELAC SRC. It was suggested that the NELAC SRC, ASTM, INELA, and other ASDO's be contacted to determine their interest in developing the desired standard.

### National Database: Matt Caruso

Funding for database testing in August will be announced. It is hoped that procurement requests for cooperative agreements for standards' development, training, and technical assistance will be available during NELAC 9.

### On-site Assessment: Alfredo Sotomayor

The session is expected to go smoothly with roles of assessors and accrediting authorities being refined, based on discussion at NELAC 8i. Comments and recommendations will now be optional, not mandatory. Three proposed glossary definitions will be discussed.

### Proficiency Testing: RaeAnn Haynes

The committee is proposing several changes, many "editorial". Discussion of the proposed changes in PTOB/PTPA oversight expected. Substantial changes addressing stability & homogeneity issue are needed and references to "PT committee" must be resolved. Expectation that the PT caucus planned for Monday, June 2 will help resolve issues. It is recognized that an auditable, yet not overly restrictive, standard is needed.

### Program Policy and Structure: Ken Jackson

With the planned changes in the NELAC organizational structure, a busy, but smooth session is expected. Changes include: 1) amendment to the Constitution and Bylaws, respecifying the role and qualifications of the Director and Executive Secretary; 2) Chapter OneCh1 is being changed extensively to reflect the new NELAC structure, primarily in removal of committees, processing of new and modified chapters, and in removal of all "non-standard" language; 3) development a new non-standard "Introduction to NELAC" for responsibility of the NELAC Board, for possible binding with the Standard; 4) updated Fields of Accreditation tables will be proposed for adoption; 5) glossary additions proposed by other committees who will be checking for inter-chapter issues.

### Quality Systems: David Mendenhall (Lara Autry reporting)

The governor of the State of Utah has banned all out-of-State travel, so Mr. Charles Hooper is prepared to chair this meeting. While floor action is possible, no contentious issues are anticipated.

### Small Organizations: Silky Labie (Lara Autry reporting)

The committee has been able to do only limited work and plans to use their session as an open forum to determine future needs.

### Transition: Wayne Davis

In response to the invitation from INELA, the committee plans to outline the structure of the new NELAC on Monday, June 2 to ensure a common understanding of new processes. Then on Wednesday, during its assigned session, plans are to build on the Monday presentation clarifying for NELAC stakeholders the committee's vision of future activities and processes.

#### **OTHER ISSUES/QUESTIONS**

The convening of the Standards Review Committee (SRC) was discussed. Ms. Autry noted that at the close of NELAC 9 the first teleconference can be scheduled. She also noted that the committee could arrange an ad hoc meeting at a time of their choosing.

In response to a question regarding recognition of a Proficiency Testing Oversight Body in addition to NIST, Ms. Autry stated that this will have to be resolved following NELAC 9 by the NELAC Board and the PT Board in coordination with an ASDO that would develop acceptable wording.

#### **NEXT MEETING**

Ms. Autry reported that an impromptu gathering of the NELAC Board and committee chairs is planned in the breakfast area at NELAC 9, at 7:30 a.m. on Tuesday, June 3, 2003, prior to the NELAC 9 Opening Plenary session.

The next regularly scheduled meeting of the NELAC Board is June 12, 2003, at 1:30 p.m. Eastern Time, by teleconference.

***DRAFT AGENDA***  
**May 23, 2003**  
**1:30 - 3:30 PM EST**

- Quickly Review/Approve the Minutes of the last 3 meetings(2 sets of minutes with one call being cont. that will be sent to you prior to next Friday)
- Finalize the PT Board and Language that will be presented as their initial guidelines
- Finalize the membership of the Standards Review Committee
- Resolve Language for Re-accreditation of AA's
- Recognition(s) During the Meeting???
- Feedback from Chairs on Sessions
- Other Issues/Questions

**NEW ACTION ITEMS  
NELAC BOARD OF DIRECTORS/CHAIRS  
MAY 23, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Due</b>
1	NELAC Board members are to e-mail their comments on minutes of 4/10/03, 4/25/03, and 5/08/03 to Ms Autry so these minutes can be posted prior to NELAC 9.	5/28/03
2	Ms. Autry will e-mail information to nominees to the SRC; NELAC Board members will follow-up with assigned individuals to explore there service on this committee.	5/27/03
3	Ms. Autry will draft a suitable certificate for Charlie Dyer; also the Quality systems committee members.	6/2/03

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
MAY 23, 2003**

<b>Item No.</b>	<b>MEETING DATE</b>	<b>ACTION</b>	<b>STATUS</b>
15	11/14/02	The NELAC Board (Dr. Kimsey) will draft a letter to EPA reiterating their consensus of the role of EPA in NELAC, based on discussions during NELAC 8i.	Complete
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
12	4/25/03	Ms. Autry will make edits proposed by NELAC Board members to memo to be sent to NIST/NVLAP recognized performance testing providers.	Complete
13	4/25/03	Ms. Autry will officially approach candidates for the Proficiency Testing Board	Complete
14	5/8/03	Ms. Autry will check with the chair of the PT committee to coordinate specification of the PT Board.	Complete
15	5/8/03	Ms. Autry agreed to research the exact nature of the MOU between EPA and NIST.	Complete
16	5/8/03	Ms. Autry will draft a "thank you" to the responders to the PT provider poll for NELAC Board review at the next meeting.	On-going
17	5/8/03	Ms. Autry will investigate the need and desirability of one or more joint NELAC Board-Chair sessions prior to the Opening Plenary of NELAC 9.	Complete

Note: items that were noted as "Complete" in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS  
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING  
MAY 23, 2003**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Dr. Paul Kimsey Chair	CA Department of Health Services	T: (510)307-8419 F: (510)412-5848 E: pkimsey@dhs.ca.gov
Mr. R. Wayne Davis Chair-Elect	SC/DHEC Office of Environmental Lab Certification Chair, Transition Committee	T: (803)896-0972 F: (803)896-0850 E: davisrw@dhec.sc.gov
Ms. Silky Labie Past-Chair (absent)	FL Dept. of Environmental Protection	T: (850)488-2796 F: (850)922-4614 E: silky.labie@dep.state.fl.us
Ms. Lara Autry Director	USEPA	T: (919)541-5544 F: (919)541-4261 E: autry.lara@epa.gov
Mr. John Duncan Acting Executive Secretary (absent)	USEPA	T: (919)541-2187 F: (919)541-2357 E: duncan.john@epa.gov
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: (978)682-5237 F: (978)688-0352 E: ann.marie.allen@state.ma.us
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: (303)236-3460 F: (303)236-3499 E: tmaloney@usgs.gov
Mr. Richard Sheibley	PA Department of Environmental Protection	T: (717)705-2425 F: (717)783-1502 E: rsheibley@state.pa.us
Mr. Joe Slayton	USEPA/Region 3	T: (410)305-2653 F: (410)305-3095 E: slayton.joe@epa.gov
Mr. Gleason Wheatley	KY/Dept. of Environmental Services	T: (502)564-6120 F: (502)564-8930 E: gleason.wheatley@mail.state.ky.us
Ms. Aurora Shields (absent)	KS Dept. of Health and Environment	T: (785)296-6198 F: (785)296-8068 E: ashields@kdhe.state.ks.us
Mr. Matthew Caruso	Chair, National Database Committee	T: (518) 485 - 5570 F: (518) 485 - 5568 E: caruso@wadsworth.org
Ms. RaeAnn Haynes	Chair, Proficiency Testing Committee	T: (503) 229 - 5983 F: (503) 229 - 6924 E: haynes.raeann@deq.state.or.us

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Dr. Ken Jackson	Chair, Program Policy & Structure Committee	T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org
Mr. Louis Johnson	Chair, Accrediting Authority Committee	T: (225) 765 - 2405 F: (225) 765 - 2408 E: louis_j@deq.state.la.us
Dr. Barton Simmons	Chair, Field Activities Committee	T: (510) 540 - 3112 F: (510) 540 - 2305 E: bsimmons@dtsc.ca.gov
Mr. Alfredo Sotomayor	Chair, On-site Assessment Committee	T: (608) 266 - 9257 F: (608) 267 - 5231 E: alfredo.sotomayor@dnr.state.wi.us
Dr. Gene Tatsch (Contractor Support)	RTI International	T: (919) 541-6930 F: (828) 628-0659 E: cet@rti.org